



# Foreign Affairs Manual

## 3 FAM – Personnel

**Change Transmittal:** PER-669

**Date:** February 28, 2012

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### **3 FAM 2160**

## **POLICY ON BALANCED WORKFORCE GUIDELINES AND PROCEDURES**

### **Changes**

1. This Change Transmittal issues new subchapter 3 FAM 2160. The purpose of this subchapter is to:
  - Implement Section 736 of the Omnibus Appropriations Act, 2009 (Public Law 111-8; Division D) and Office of Management and Budget (OMB) guidance on Managing the Multi-Sector Workforce, M-09-26;
  - Implement the Department's Balanced Workforce guidelines and procedures to guarantee that Federal employees receive consideration, on a regular basis, to perform new functions and functions performed by contractors; and
  - To adhere to these guidelines and procedures in accordance with the Department's Quadrennial Diplomacy and Development Review (QDDR) and provide special consideration to Federal employees to perform certain functions.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Commercial Services Management (A/CSM).

Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions for Paper Copies**

1. Insert new subchapter 3 FAM 2160 at the appropriate location within the binder (CT:PER-669; 02-28-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-669, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.